

BLaST Intermediate Unit #17
33 Springbrook Drive
Canton, PA 17724
(570) 673-6001

The BLaST Intermediate Unit #17 Board of Directors held their regularly scheduled meeting on November 13, 2025 in the BLaST Administration Office, 33 Springbrook Drive, Canton, Pennsylvania. This meeting was conducted via video-conferencing between the I.U. #17 Office, Canton, Pennsylvania and Sullivan Room, I.U. #17 Office, Williamsport, Pennsylvania.

1. Call to Order.

A. The meeting was called to order by Lori Baer, President, at 7:02 p.m.

2. Roll Call.

Lori Baer, President (W)	Present
Arica Jennings, Vice President (C)	Present
Debra Agnew, Treasurer (C)	Present
Cathy Bachman	Absent
Jerry Curreri	Absent
Jessie Edwards (W)	Present
Brady Finogle (C)	Present
Jan Nace	Present-Virtual
Debra Hicks	Absent
Muncy SD	Absent
Craig Dudek (W)	Present
Sharon Meyer (W)	Present
Duane Naugle (C)	Present
Julie Preston	Absent
Chad Riley (W)	Present
Abramo Capece (C)	Present
Michael Zicoello	Absent
Paula Yeckley (W)	Present
Athens	Vacated-Board Approved 10/20/21

Others present were: Tim Confer, Jennifer Dean, Amanda Fair, Ashley Heckrote, Sheena Hindman, Nicole Klees, Sara McNett, Jon Paulhamus, Amy Pepper, Erin Powell, Corrie Roadarmel, Elizabeth Segraves, Mikaela Spalding, Cheryl Starr, Christina Steinbacher-Reed, Rebecca Swinehart, Troy Eason, Dana Vermilya, Dr. Carla Sauer, Doug Fletcher, Misti Machmer, Cindy Stone, and Mike Levin-virtual.

3A. Introductions.

Ms. McNett introduced the representative from First Citizens Community Bank

1. Misti Machmer and Cindy Stone from First Citizens Community Bank-FCCB

Dr. Steinbacher-Reed introduced the following guests:

2. Doug Fletcher – Leadership Lycoming
3. Dr. Carla Sauer

A copy of the Agenda is attached as Pages 2920-1 through 2920-6.

3B. Public Comments.

None

4. Minutes.

A. Board Meeting – October 15, 2025

Minutes of the meeting held October 15, 2025, are presented, attached as pages 2920-7 through 2920-13. The administration recommends that these minutes be approved as presented or as amended by the Board.

Mr. Capece moved and Ms. Jennings seconded. The motion passed with unanimous affirmative vote.

5. Finance.

A. Approval of Bills

Bills from October 9, 2025, through November 5, 2025, for General Operations, Special Education, and Capital Project Fund are attached as pages 2920-14 through 2920-20.

The administration recommends approval of the bills as presented.

5. Finance. (Continued)

B. 2025-2026 Budgets

The 2025-2026 budgets are attached as pages 2921-1 through 2921-6

The administration recommends that the Board approve the 2025-2026 budgets.

Mr. Naugle moved and Mr. Capece seconded. The motion passed with unanimous affirmative vote.

From 7:13 p.m. until 7:41 p.m. the Board met in Executive Session for personnel and attorney advisement.

Mr. Riley moved and Mr. Naugle seconded to approve the following:

8. Items Requiring Routine Formal Action by the Board.

C. Resolution - Revenue Anticipation Note

RESOLUTION attached as pages 2921-7 through 2921-18.

WHEREAS, the Commonwealth of Pennsylvania has failed to remit the state and federal funds lawfully due and owing to the Intermediate Unit as a result of the ongoing budget impasse; and

WHEREAS, the Intermediate Unit has undertaken and implemented various interim strategies to maintain and continue the delivery of critical services to students despite the Commonwealth's failure to make such required payments; and

WHEREAS, current analyses of the Intermediate Unit's projected cash outflows indicate that the Intermediate Unit will require additional cash resources to continue uninterrupted operations on or about December 1, 2025, and thereafter; and

WHEREAS, the Board of School Directors of the Intermediate Unit, in the exercise of its responsibilities and due-diligence, must take all necessary and appropriate action to ensure that the Intermediate Unit has sufficient funds to continue its operations and to provide essential services to students; and

WHEREAS, the most prudent and viable option available to the Intermediate Unit is to borrow the necessary funds to meet its cash-flow needs during the pendency of the budget impasse; and

8. **Items Requiring Routine Formal Action by the Board. (Continued)**

WHEREAS, the Intermediate Unit desires to avoid incurring any costs, fees, or expenses that may become unnecessary in the event the Commonwealth adopts a budget and restores funding to the Intermediate Unit prior to the need for borrowing; and

WHEREAS, First Citizens Community Bank (the “Bank”) and its counsel, Eckert Seamans Cherin & Mellott, LLC (“Eckert Seamans”), have graciously agreed to defer closing on the contemplated borrowing until they receive formal notice from the Intermediate Unit, thereby ensuring that no unnecessary costs or expenses are incurred in the event the borrowing ultimately proves unnecessary; and

WHEREAS, the Intermediate acknowledges and understands that any formal notice of its intent to close must be delivered no fewer than seven (7) days before the requested closing date, and further that no closing may occur after December 15, 2025;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The attached, as pages 18-29, **RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING AND SECURING THE ISSUANCE OF A REVENUE ANTICIPATION NOTE OF THIS INTERMEDIATE UNIT FOR THE REMAINDER OF ITS 2025–2026 FISCAL YEAR, IN THE MAXIMUM PRINCIPAL AMOUNT OF \$15,000,000, UNDER THE PENNSYLVANIA LOCAL GOVERNMENT UNIT DEBT ACT** (the “Resolution”) and the related documents and instruments be, and hereby are, approved.
2. The officers and employees of the Intermediate Unit are authorized and directed to execute all documents, instruments, certificates, and agreements necessary or appropriate to effectuate the transaction described in the Resolution.
3. All such executed documents and instruments shall be delivered to Eckert Seamans to be held in escrow pending written notice from the Executive Director or the Business Manager of the Intermediate Unit authorizing implementation of the transaction and authorizing the parties to proceed to closing (the “Notice”).
4. No fees, costs, or expenses shall be incurred or paid to the Bank or Eckert Seamans unless and until the Notice is issued and Closing occurs.

Roll Call:

Ayes: Lori Baer, Arica Jennings, Debra Agnew, Paula Yeckley, Jessie Edwards, Brady Finogle, Jan Nace, Craig Dudek, Sharon Meyer, Duane Naugle, Chad Riley. Abramo Capece

Nays: None

The motion carried.

Mr. Naugle moved and Mr. Capece seconded to accept an omnibus motion for the remaining agenda items:

6A. Personnel, Resignations.

1. **Sarah Kosakowski**, Special Education Teacher, resignation effective October 24, 2025.
2. **Fillin Teague Peace**, Special Education Teacher, resignation effective November 3, 2025.

6B. Personnel, Requests for Leave.

None

7A. Personnel, Establishment of New Positions, New Programs, and/or Program Revisions.

1. **Establishment of Position – Communications and Marketing Intern**

The administration recommends that the Board authorize the establishment of a Communications and Marketing Intern. Job description is attached as page 2923-1 through 2923-2.

2. **Establishment of Position – Accounting Intern**

The administration recommends that the Board authorize the establishment of an Accounting Intern. Job description is attached as page 2923-3 through 2923-4.

3. **Establishment of Position – Business Office Intern**

The administration recommends that the Board authorize the establishment of a Business Office Intern. Job description is attached as page 2923-5 through 2923-6.

4. **Establishment of Position – Human Resource Specialist**

The administration recommends that the Board authorize the establishment of a Human Resource Specialist. Job description is attached as page 2923-7 through 2923-9.

5. **Establishment of Position – Administrative Assistant**

The administration recommends that the Board authorize the establishment of an Administrative Assistant. Job description is attached as page 2923-10 through 2923-12.

7B. Personnel, Employments.

None

7C. Personnel, Abolishment of Positions.

1. Consider Abolishing-Student Services Administrative Assistant Position

The administration recommends that the Student Services Administrative Assistant position at the Intermediate Unit be eliminated effective December 1, 2025.

7D. Personnel, Change of Work Assignment.

1. Melissa Blazina-Principal-South Academy of Integrated Services

The administration recommends the Board approve the internal transfer of Melissa Blazina to the position of Principal-South Academy of Integrated Services, with a salary of \$90,000, 261 days prorated to the actual number of days worked, effective December 1, 2025. To fill the vacancy due to the resignation of Erica Hoyt. This offer is contingent on approval of the Administrative Provisional Application.

2. Teresa Pfirman-Accounts Payable/Purchasing Specialist

The administration recommends the Board approve the internal transfer of Teresa Pfirman to the position of Accounts Payable/Purchasing Specialist, with a salary of \$44,000, 261 days prorated to the actual number of days worked, effective December 1, 2025. To fill the vacancy due to the resignation of Jennifer Rossell.

7E. Personnel, Extension of Work Year.

None

7F. Personnel, Substitute Teachers and Substitute Teacher Aides.

1. The administration recommends approval of the list of substitute teachers and substitute teacher aides for the 2025-2026 school term, attached as page 2924-1.
 - a. The administration recommends approval of the list of Mission One employees for the 2025-2026 school term, attached as page 2924-2.

7G. Personnel, Request for Internship, Observations or Student Teaching.

None

7H. Personnel, Mentor Teachers/Supervisors.

None

7I. Personnel, Salary Adjustments.

None

8. Items Requiring Routine Formal Action by the Board.

A. Approved Field Trips

The Executive Director would like to inform the Board that the list of Field Trips, attached as page 2925-1 has been approved for the current school year.

B. Transportation Drivers

The administration recommends that the Board *approve the list of 2025-2026 drivers to transport eligible preschool children to specialized programs*, attached as page 2925-2.

D. Dr. Carla Sauer-Assistant Executive Director

Included in the Omnibus motion was approval of the employment of Dr. Carla Sauer as Assistant Executive Director for a four (4)-year term, commencing on the first date she is available to begin employment with the Intermediate Unit and ending four (4) years thereafter. The employment contract between the Intermediate Unit and Dr. Sauer shall be as attached to this motion. The Officers and Officials of the Intermediate Unit are authorized to complete the specific beginning and ending dates of the term once determined, and to execute all documents and instruments necessary to effectuate this appointment and the intent of this motion. Once the dates of the term are agreed upon and the agreement signed, the Executive Director shall report same to the Board and a copy of the contract shall be added to the board agenda in the Executive Director's report.

Employment contract attached as pages 2925-3 through 2925-8.

The motion passed with unanimous affirmative vote.

9. Administrative Reports.

A. Report of Investments

The record of investments dated October 31, 2025 is presented as follows:

Year-to-Date Earnings on Investments are \$115,435.76 (4.18% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$31,730.68 (4.18% Capital Fund Account), First Citizens Community Bank, Canton.

B. Student Services – Ms. Swinehart

None

C. Technology Update – Mr. Confer

- Tech overview presentation

D. Educational Planning Update – Dr. Segraves

None

E. Executive Director Update – Dr. Steinbacher-Reed

- Thanked Ms. Yeckley for her service on the Board
- Overview of the State Budget

10. Other Items Raised by the Board and/or Staff.

11. Adjournment.

At 8:24 p.m. Mr. Naugle moved and Mr. Caprece seconded to adjourn the meeting. All were in favor.

Respectfully submitted,

Sara McNett
Board Secretary